



**Position Title: Full-Time Legislative Editor – Operations Division**

**Agency and Location: Wyoming State Capitol Building, Legislative Service Office, Cheyenne, Wyoming**

**General Job Description:**

A legislative editor in the non-partisan Wyoming Legislative Service Office (LSO) serves as support for essential functions of the Operations Division and other LSO Divisions, as necessary. Various duties include staffing Management Council (and associated subcommittees), the Joint Education Interim Committee, the Select Committee on School Facilities, and other select committees; assisting in contract drafting and monitoring contract administration; completion of a range of legislative requests; editing; research; and administrative tasks.

**Duties and Functions:**

*The listed functions are illustrative only and are not intended to describe every job function.*

- Assist in staffing legislative committees (e.g., attend formal committee meetings around the state; prepare agendas; prepare meeting materials, prepare committee handouts and notebooks; prepare on-line document indexes; coordinate with committee chairmen, agencies and the public on meeting topics; draft meeting minutes).
- Assist attorneys to prepare legislation and do background research.
- Conduct legislative and other research.
- Coordinate with the public, interest groups, and local, state, and federal agencies on legislative issues.
- Review, proofread, and edit legislation, correspondence, and agency administrative rule reviews.
- Review and edit legal, research and other memorandum.
- Draft summaries of legislation.
- Monitor statutory reporting to assigned legislative committees.
- Provide general administrative support.
- Assist in drafting and monitoring various office related contracts.
- Assist with onboarding tasks related to new legislators elected in each general election and LSO staff.
- Provide operational support and assistance during the legislative sessions.
- Complete special projects and other assigned tasks.



**Qualifications:**

- Strong interest in the legislative process.
- Exceptional research and writing skills.
- Exceptional organization skills.
- Strong verbal communication skills.
- Strong Microsoft and Adobe products skills.
- Familiarity with Zoom Videoconferencing.
- Contract drafting and administration preferred.
- Bachelor's degree or other professional training, such as paralegal, preferred, but not required.
- Candidates must be able to work overtime hours (particularly during legislative sessions in mid-January through mid-March) and be available for limited in-state legislative travel (primarily May-October).

**Salary:** Negotiable based upon experience and includes full benefits.

**Applications:** Send a cover letter, resume, writing sample, relevant post-secondary grade transcripts, and a list of three references to:

Wyoming Legislative Service Office  
200 W.24<sup>th</sup> Street  
State Capitol Building  
Cheyenne, WY 82002  
ATTN: Tania Hytrek, Operations Division Administrator

Complete application materials in PDF or Microsoft Word format can also be emailed to:  
[tania.hytrek@wyoleg.gov](mailto:tania.hytrek@wyoleg.gov)

**Closing Date:** Open until filled, but early applications are encouraged.